



**Program Manager  
Business & Professions Division  
Design/Funeral/Cemetery Professions Section  
Washington Management Service (WMS), Band 1  
Olympia, Washington**

**Starting Compensation \$48,500 – 51,000 (DOQ)**

**Closing Date: Open until filled**

**Note:** The hiring authority reserves the right and may exercise the option to make a hiring decision at any time. *Candidate evaluation will begin on June 6 and will be ongoing. **It will be to the applicant's advantage to submit materials as soon as possible.***

**Mission & Vision**

The Department of Licensing (DOL) is an agency that protects the public safety and welfare in all areas we license and regulate, and ensures the fair, timely and efficient collection of state revenue. We are surprisingly innovative, setting new standards of excellence in customer service, consumer protection and public safety. Nearly every Washington State resident interacts with DOL in some way through driver licensing, vehicle or vessel tabs, or for professional business licenses. The Department of Licensing employs more than 1,200 people in over 60 locations statewide. To learn more about our agency, please visit our website at [www.dol.wa.gov](http://www.dol.wa.gov).

**Position Objectives & Responsibilities**

As part of the Design/Funeral/Cemetery Section this position is responsible for the management of the Architect, Landscape Architect and Geologist Professional Licensing Programs. In support of three professional regulatory boards, this position is responsible for effective management of all aspects of regulatory program functions including, examination, licensing and enforcement. This position also represents the agency and regulatory boards at administrative and board hearings, board meetings, professional association meetings, interfaces with industry associations, stakeholders and other national architect, landscape architect, and geologist boards. The position supervises the licensing program staff and works closely with all Board members to assure quality service delivery.

- Manages the complaint and disciplinary processes for the Architect, Landscape Architect, and Geologist Licensing Programs
- Manages the professional licensing examination processes including the preparation and administration of locally prepared professional licensing examinations and coordination with national examination vendors and organizations for the development and administration of national professional licensing examinations
- Supervises licensing program staff
- Plans, organizes and controls the work flow performed by the Architect, Landscape Architect and Geologist Licensing Programs

This position is responsible for day-to-day administrative and operational decisions related to the above functions. Staff is covered by the Washington Federation of State Employees collective bargaining agreement. Customers for this area include licensees, potential applicants, members of the public seeking the services of the regulated professions, state and national professional associations and societies.

## Required Qualifications and Competencies

This position is the technical expert of the Architect, Landscape Architect, and Geologist Licensing Programs and, as much, should possess strong technical knowledge to manage a variety of programs for professional boards and have the knowledge and skills to apply the laws, rules, policies and procedures governing these programs. The successful applicant should have:

- Knowledge of state budget and procurement policies and procedures, and the skills to develop and monitor the budget and to forecast revenue
- Knowledge of psychometric principles of professional licensing examination development and administration
- Knowledge of due process and administrative legal procedures
- Knowledge of the legislative process, rule making, contract management and policy development
- Principles of project management, organization, scheduling, communication and coordination
- Ability to effectively supervise and develop subordinate staff and demonstrate sound leadership skills
- Ability to manage multiple priorities, recognizing the ever changing political environment

## Desired Qualifications and Competencies

- A bachelor's degree involving business or public administration or related field
- Three years of management, administrative or supervisory experience
- Significant experience with federal or state professional regulatory programs

## Compensation

This position is in the Washington Management Service (WMS), Band 1. Starting compensation for this WMS Band 1 position is \$48,500 - \$51,000, depending upon qualifications. We offer a solid benefit package that includes a state retirement plan, deferred compensation, 11 paid holidays, paid vacation and sick leave, and a full array of health, dental, life, and long-term disability insurance coverage.

## Application Procedure

E-mail is the preferred method of application and will be used as the primary method of communication throughout this process.

E-mail application materials to [HRrecruit@dol.wa.gov](mailto:HRrecruit@dol.wa.gov) with a subject line of *06-91W PM*.

All requested materials must be submitted.

- A letter of interest (no more than two pages) describing your knowledge, skills, and abilities as they relate to the required and desired criteria outlined in this recruitment announcement.
- A résumé listing names of employers, specific duties performed, dates of employment, and degrees attained;
- A list of five professional references, including one supervisor, one peer, and one customer, with current telephone numbers and addresses; and
- The Applicant Profile Data Form. Completion of the Applicant Profile Data Form is voluntary. The information gathered will be used for statistical purposes only and will be kept confidential.
- How you became aware of this recruitment.

Note: The act of submitting application materials is considered affirmation that the information provided is complete and truthful. Prior to any new appointment into DOL, a background check will be conducted.

The certified candidate pool for this position may be used to fill other similar positions for up to 6 months after the certification date.

If e-mail is not possible, please mail materials to:

Human Resources Office

**Attn: 06-91W PM**

Department of Licensing

PO Box 6007

Olympia, Washington 98507-6007

Persons with a disability who need assistance in the application process or those needing this announcement in an alternate format may call (360) 664-1510 or TTY (360) 664-9492. The Washington State Department of Licensing is an equal opportunity employer and encourages all qualified persons including disabled and Vietnam era veterans, women, racial and ethnic minorities, people with disabilities and persons over 40 years of age to apply.

## APPLICANT PROFILE DATA FORM

### JOB TITLE: Design Professions Section Program Manager

Completing this form will enable Washington State to assess the many talents and skills that are available throughout the workforce. To ensure equal employment opportunity, we ask your voluntary cooperation in responding to the questions below. This information will be treated as confidential, and will be available *only* to authorized personnel. Please review the Affirmative Action Definitions at the bottom of this page.

<b>Last Name:</b>	<b>First Name:</b>	<b>Date:</b>
<b>Street Address:</b>	<b>City:</b>	<b>State:</b>
<b>E-Mail Address:</b>		

1. What race or culture do you consider yourself? *If you are more than one race, please check "Other Race".*

- ☐ Aleut      ☐ Cambodian      ☐ Filipino      ☐ Hispanic      ☐ Korean      ☐ Spanish  
☐ Asian      ☐ Chinese      ☐ Guamanian      ☐ Indian      ☐ Laotian      ☐ Vietnamese  
☐ Black      ☐ Eskimo      ☐ Hawaiian      ☐ Japanese      ☐ Latino(a)      ☐ White  
☐ Other Race (specify indicate race or culture):

**If you are more than one race, please also check "Multi-Racial" below and indicate your preference for Affirmative Action purposes:**

- ☐ **Multi-Racial**  
(Affirmative Action Preference)

2. Are you: ☐ Male      ☐ Female

3. Have you ever been on active duty in the U.S. Armed Services? ☐ Yes (if checked, see 3a and 3b) ☐ No

3a. Dates served: from:      to      3b. Are you a disabled veteran? ☐ Yes (      %) ☐ No

4. Do you have any physical, sensory, or mental condition that substantially (rather than slightly) limits any of your major life functions, such as: walking, speaking, seeing, hearing, breathing, working, learning, caring for oneself or performing manual tasks? ☐ Yes      ☐ No

5. Do you have a physical, mental, or other health condition that has lasted six (6) or more months and which limits the kind or amount of work you can do at a job? ☐ Yes      ☐ No

Date of Birth:      /      /

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### AFFIRMATIVE ACTION DEFINITIONS

**American Indian or Alaskan Native.** A person with origins in any of the original peoples of North America and who maintains cultural identification through documented tribal affiliation or community recognition.

**Asian/Pacific Islander.** A person with origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. For example, China, Japan, Korea, Pakistan, the Philippine Republic, and Samoa.

**Black/African-American.** A person with origins in any of the Black racial groups of Africa.

**Hispanic.** A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race. For example, persons from Brazil, Guyana, or Surinam would be classified according to their race and would not necessarily be included in the Hispanic category. This category does not include persons from Portugal, who should be classified according to race.

**White/Caucasian.** A person with origins in any of the original peoples of Europe, North Africa, or the Middle East.

**Disabilities.** For Affirmative Action purposes, people with disabilities are persons with a permanent physical, mental, or sensory impairment which substantially limits one or more major life activities. Physical, mental, or sensory impairment means: (a) any physiological or neurological disorders such as mental functions; or (b) any mental or psychological disorders such as mental retardation, organic brain syndrome, emotional or mental illness, or any specific learning disability. The impairment must be material rather than slight, and permanent in that it is seldom fully corrected by medical replacement, therapy or surgical means.

**Disabled veteran.** A person entitled to disability compensation under laws administered by the U.S. Department of Veteran Affairs for disability rated at 30 percent or more, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

**Vietnam-era veteran.** A person who served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964, and May 7, 1975, and was discharged or released from duty with other than a dishonorable discharge.